From: Donna Schwartz
To: Christopher Williams
Subject: Review and Approval of Updated Records Retention Schedule for Police
Date: Thursday, January 8, 2026 9:59:23 AM
Attachments: image001.png
image003.png
Police_FY_25-26.pdf
Approval Form-Update to Retention Schedules-PD.pdf
Instructions how to sign Approval Form.pdf

Good morning, Chief Williams,

My vendor Diana Gladwell with Gladwell Governmental Services, Inc. who updates the city's Records Retention Schedule has provided me the updated schedules for each department and gave a bit of a summary of those changes. Review the attached schedule if you have any changes let me know. Once you approve, sign the attached Approval Form and email back to me. I've attached instructions on how to sign the form. Once I receive all the approved schedules the vendor will provide the clean versions, and I will distribute.

Pease review and return no later than Thursday, January 15, 2026.

Summary of changes for Police:

PD-006.5 - Deleted: ~~Complaints from Employees -Internal Affairs Investigations WITHOUT Sustained Finding of Misconduct~~**;** also deleted "~~From Members of the Public"~~ from PD-035 through PD-037
Some Attorneys have advised their PDs that the language of PC 832.7 may be interpreted to encompass all complaints, including those submitted by employees (internal Complaints.) I've removed the category for now. If the Police Department prefers to keep it, they can verify with their internal affairs attorney, and I'll restore it per their Attorney's advice. (Better to hear it from me rather than opposing attorneys in litigation.)

PD-015 - Description: changed to meet SB 513 (above)
Training - Department Training Records - EMPLOYEE FILE

Required Information for all Employee Training:
- Employee Name
- Training Provider's Name
- Date
- Duration (length)
- Core Competencies / Skills
- Certifications / Qualifications

PD-036.5 - New Item: Recordings: Body-Worn Cameras – Accidental Recordings Reviewed and Approved for Deletion (Non-evidentiary)

Total Retention: After Approval
Comments: Department preference; consistent with Lexipol policies (review, supervisory authorization, and documentation required); PC§ 832.18 et seq. GC §34090.6 et seq. Several PDs have stated they ended up with accidental recordings in various circumstances; this provides a legally-sufficient way to delete those video segments

PD-047 & PD-049 - Improvement: Registrants: Gang Adults (& Juveniles) - Shared Gang Databases
Description: I added **CalGang** (the name of the State's Shared Gang database)
Retention: I added "After Last Reset" because certain conditions can reset the retention, which is controlled by the local law enforcement agency.

Thank you

Donna G. Schwartz, CMC
Chief Deputy City Clerk
City Manager's Office

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City Hall is now open alternating Fridays starting March 21, 2025, from 8 a.m. to 4 p.m. Closed holidays.